

THE KERRISDALE COMMUNITY CENTRE SOCIETY

EXECUTIVE COMMITTEE

TERMS OF REFERENCE

The Executive Committee is the management committee of the Board of Directors of the Kerrisdale Community Centre Society, reporting to the Board. It operates at all times in light of the Mission, Goals, Policies and Strategies of the Kerrisdale Community Centre Society.

SPECIFIC RESPONSIBILITIES of the EXECUTIVE COMMITTEE are as follows:

- a) discuss all the business of the Society before the regular Board Meetings and play a leading role in setting the agendas for them;
- b) liaise on behalf of the Board with Park Board and senior Park Board staff;
- c) set policy for all matters pertaining to the Society's Staff;
- d) determine the agenda for the Society's Annual General Meeting;
- e) act on behalf of the Board of Directors within established policy guidelines;
- f) advise the President regarding appointments to the Nominating Committee;
- g) identify any needed changes to Society's Constitution and By-laws;
- h) manage implementation of the Joint Operating Agreement (2018) with the Park Board and ongoing compliance with this agreement;
- i) designate Executive members to chair (solely or cooperatively) the Program and the Nominations Committees; and,
- j) take steps to prepare other Board members for positions on the Executive Committee.

MEMBERSHIP:

Executive Members of the Society are elected by the Board of Directors. The Executive Committee is chaired by the President of the Board and reports to the Board of Directors. Officers of the Society are the President, two (2) Vice-presidents, the Secretary, and the Treasurer. The Immediate past President is also an Officer of the Society, but is not elected.

MEETING TIMES:

Monthly between regular Board meetings, or at the call of the Chair.

SPECIFIC RESPONSIBILITIES of INDIVIDUAL EXECUTIVE MEMBERS:

(an Executive Committee member may delegate his/her responsibilities in special circumstances.)

Responsibilities of the President: to chair the Board and Executive meetings and other meetings as required;

- a) to assign duties to the Directors;
- b) to draft, with contributions from committee members, the Executive Committee and Board agendas and
- c) circulate them prior to the meetings.
- d) to review draft of Board minutes prior to release to the Directors for approval;
- e) to sign, as an alternate to the Secretary, the approved minutes of meetings of the Board of Directors;
- f) to ensure that the Kerrisdale Community Centre Society is appropriately represented with external
- g) bodies: *e.g.*, the Community Centre Association Presidents' Group, Park Board Commissioners and staff, community groups;
- h) to act as chief executive of the Society;
- i) to liaise with the Centre's Recreation Supervisor;
- j) to administer the President's Fund;

- k) to approve applications for grants made by the Society;
- l) to ensure the appointment of a Privacy Officer for the Society;
- m) to supervise the Society's employed Administrative Assistant; and
- n) to ensure a current list of members is readily available.

Responsibilities of Past President:

- a) to ensure the regular, orderly review of the Society's policies including the Terms of Reference of Board Committees; and
- b) to conduct an annual review of the Societies Act *vis a vis* Society operations.

Responsibilities of the Two Vice Presidents: to substitute for the President as requested when required;

- a) to act as liaison with the Park Board System Wide Planning group;
- b) to facilitate the implementation of the Society's Strategic Plan; and
- c) to perform such responsibilities as assigned by the President or the Executive Committee.

Responsibilities of Secretary:

- a) to oversee and vet all correspondence of the Society including that of the Board and Board committees as needed/requested;
- b) to issue notice of the Annual General Meeting or other meeting of members;
- c) to oversee purchase on behalf of the Society all recognition cards and gifts to staff and board members and members of the community as designated by the Executive or Board (such purchases to be reimbursed by the Society);
- d) to sign, as an alternate to the President, the approved minutes of meetings of the Board of Directors;
- e) to ensure the safe custody of all the Society's non-financial records; and,
- f) to perform formal duties as required, including signing off on the filing of the Society's annual reports with the Registrar of Companies.

Responsibilities of the Treasurer:

- a) to manage the Society's finances, including:
 - i. timely financial statements to the Board of Directors;
 - ii. the functions of the Accounting Manager, the budgets and yearly audit;
 - iii. the Society's business with the Society's financial institutions;
 - iv. recommend appropriate signing officers to the Board of Directors;
 - v. guidance on financial issues related to the Society's operations;
 - vi. safe custody of all the Society's financial records; and,
 - vii. filing of all appropriate documents with the relevant provincial and federal agencies: e.g., CRA, WCB/WorkSafeBC, CPP, PST, and GST.
- b) to chair the Finance Committee.